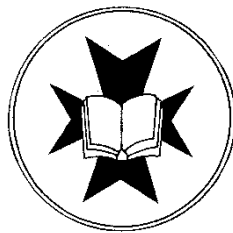


Health and Safety Policy

Date created: February 2016

Approved: 14th June 2016

Review date: June 2017



Aiming high; Proud to learn together

St. John's Primary School and Nursery Health and Safety Policy Statement

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1 HEALTH AND SAFETY POLICY STATEMENT OF INTENT

Within our school we will meet all of the requirements set out in the School Health and Safety Policy. We will demonstrate our commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives.

Through this statement of intent and the implementation of our School Health and Safety Arrangements we will ensure that we are meeting the Policy aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the Policy and by working in consultation with managers, employees and other partners. We will achieve this by:

- Considering health and safety within our school planning activities.
- Establishing a proactive and positive health and safety culture.
- Encouraging ownership and responsibility at all levels.
- Ensuring that the health and safety related policies are complied with by having school, documents, safe systems of work and arrangements that ensures the implementation of health and safety locally.
- Assessing and eliminating, reducing or managing the risks that arise out of activities/ processes/ and operations through the risk assessment process.
- Monitoring our school health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement.
- Ensuring that health and safety is considered as part of our employee appraisal and supervision process.
- Ensuring that health and safety is included as a standard agenda item at staff meetings.
- Ensuring that all employees within the school are made aware of this statement of intent and our arrangements.

.....
Signature & Date
Name: Mr Trevor Martin

Chair of Governors

.....
Signature & Date
Name: Mr Darren Barrow

Head Teacher

This statement of policy will be kept under review and any amendments made to it will be brought to the notice of all School employees.

2. ORGANISATION AND RESPONSIBILITIES FOR HEALTH AND SAFETY

The Health and Safety at Work Act 1974 and accompanying legislation states that employers, persons in charge of premises and employees all have specific health and safety duties and responsibilities. This section details these specific health and safety roles and responsibilities and assigns them to the appropriate posts and functions.

2.1 Health & Safety roles and responsibilities

Successful health and safety management depends on a systematic approach throughout the school so that health and safety becomes fully integrated with all other aspects of school management. A proactive health and safety culture will require strategic leadership from the Governing Body and Head Teacher with support from all staff.

This policy assigns roles and responsibilities to the School post holders as specified below:

2.2 Chair of Governors and Governing Body

The Chair of Governors and Governing Body has overall responsibility throughout the School for implementing and achieving the objectives of the health and safety policy; and the preservation, development, promotion and maintenance of the School's health and safety management system. Health and safety matters will be considered within the school's decision making process (as set out within the School's policies and procedures, and any statutory provisions set out in legislation).

The Governing Body will delegate the day-to-day health and safety monitoring, reviewing and auditing of health and safety to the Head Teacher.

The Governing Body has assigned responsibility to the Head Teacher to respond to any legal notice received by the HSE or other enforcing body.

The Governing Body is responsible for applying health and safety legislation; and making decisions that conform to legislation and other recognised health and safety standards and good practice. The Governing Body has collective health and safety responsibilities. Individually they will ensure that this health and safety policy is applied effectively within any areas that they have particular responsibility for. Therefore they are responsible for preserving, developing, promoting and maintaining the School's health and safety management system.

The Governing Body will ensure that adequate resources are made available to implement successful health and safety management and to conform to all

relevant health and safety statutes. Therefore, health and safety matters will be considered and accounted for when making managerial decisions.

There are two assigned Governors to monitor Health and Safety. They are Anne Brough and Rebecca Augustus.

2.3 Head Teacher

The Head Teacher has been appointed by the Governing Body as the responsible person for Health and Safety within the School. The Head Teacher will promote the adequate and proper consideration of health and safety to senior managers and employees within the School.

The Head Teacher will include in the Head Teacher's report to the Governing Body on the health and safety performance of the School, which will include:

- Accident statistics
- Setting performance related targets and objectives
- Measuring health and safety performance
- Provision of an effective Health and Safety Committee process
- Monitoring of Health and Safety to include:
 - Auditing
 - Inspection
 - Accident recording and investigation
 - Review of performance
 - Training

Under the direction of the Governing Body, the Head Teacher will:

1. Ensure that satisfactory health and safety standards are maintained through effective management and risk assessment processes;
2. Ensure that when making decision/arranging new projects for the service area, health, safety, welfare and wellbeing issues are considered and dealt with fully;
3. Ensure that adequate health and safety communication channels exist within their area of control;
4. Ensure that adequate resources are provided to maintain health, safety and welfare, and manage these resources on a risk priority basis;
5. Work proactively to promote a positive safety culture;
6. Ensure that procedures exist and are effectively implemented to identify and provide the information, instruction, training and supervision needed to ensure health and safety;

7. Seek to proactively develop and improve Health and Safety within their area of responsibility;
8. Ensure procedures are in place for the reporting and recording of accidents and incidents, and near miss investigation and taking appropriate action to prevent recurrence within the statutory time scales;
9. Review and monitor accidents and incident statistics to identify trends and areas of high risk. Provide support and resources to ensure adequate controls are put in place to prevent recurrence, and to ensure continual health, safety and wellbeing improvement;
10. Ensure that their employees understand and accept their individual responsibilities regarding health and safety and are adequately trained to carry out their responsibilities;
11. In conjunction with Senior Leadership Team/ health and safety representatives, monitor and review the health and safety targets and priorities in line with the overall school objectives; and ensure the provision of adequate resources to achieve compliance;
12. Ensure that health and safety arrangements and performance are formally evaluated, monitored and reviewed at least on an annual basis;
13. Ensure that the Governing Body is consulted, along with employees' representatives, and that professional health and safety advice is sought e.g. WES Safety and Premises, prior to changes in accommodation and working practices;
14. Ensure that the Governing Body is informed of any breach of health and safety statutory requirements; and immediately when there is Health and Safety Executive (HSE) involvement;
15. Ensure that safe systems of work are fully discussed, recorded, implemented and reviewed with the appropriate employees concerning:
 - Current work activities
 - Planning new activities, methods of work etc.
 - Design/acquisition of new buildings, plant and equipment
16. Ensure that informal tours of the workplace are carried out to proactively identify good and poor health and safety performance. This will demonstrate visible management commitment to health and safety within their service areas.
17. Ensure that a formalised workplace inspection regime is in place to identify hazards and to take appropriate action;
18. Ensure that contractors receive an induction to the premises/ area they are working, including emergency evacuation. This will provide the contractors

with information/ awareness of the hazards within the area of work, action to be taken, and the monitoring of their activities;

19. Ensure consultation takes place between managers from other employers, organisations and appropriate employees' safety representatives, when sharing premises;

20. Consult and seek advice where necessary; and

21. Provide clear leadership on health and safety and set a personal example.

2.4 Senior Management Committee, Deputy Head Teacher's, Assistant Heads, Department Heads

All managers are responsible for managing health and safety in their area of responsibility. Departmental policies will specify the roles and responsibilities required by managers to ensure legal compliance and best practice. They will:

- 1 *Comply with the school health and safety policies.*
- 2 *Ensure that risk assessments are undertaken for work activities/ processes/ and operations;*
- 3 *Eliminate the risk or reduce to the lowest possible level by managing the risk effectively;*
- 4 *Ensure that all employees are familiar with the relevant risk assessment findings, control measures, safe systems of work, and local arrangements;*
- 5 *Set up and maintain safe, healthy working conditions;*
- 6 *Provide all new starters with a health and safety induction;*
- 7 *Audit and monitor safe working practices and procedures;*
- 8 *Ensure that procedures and training programmes are set up and maintained for all employees;*
- 9 *When designing, buying and using new plant and equipment ensure that health, safety and wellbeing is considered as part of the risk assessment process;*
- 10 *Ensure that new, reviewed or changed processes and services are assessed for risks before they are put into practice;*
- 11 *Ensure that accidents, incidents and near misses are reported and investigated, where necessary, so that appropriate action can be taken to prevent a recurrence;*

- 12 *Ensure that contractors and other people's activities (for example, employees from other service areas) are monitored;*
- 13 *Ensure that all employees, including safety representatives, are able to carry out their responsibilities, and encourage them to work with managers to promote an attitude of safe working across the School;*
- 14 *Ensure that a formalised workplace inspections regime is in place to identify hazards and to take appropriate action;*
- 15 *Ensure that contractors receive an induction to the premise/ area in which they are working. This will provide the contractors with information/ awareness of the hazards within the area of work, action to be taken, and the monitoring of their activities;*
- 16 *Ensure consultation takes place between, other organisations and appropriate employees' safety representatives, when sharing premises.*

2.5 Employees

Definition: All School employees will include students, volunteers, agency workers and contract workers, for the terms and reference of this policy.

All employees, including those with managerial responsibilities, have an important role to play in effective health and safety management. All employees have a responsibility to:

- 1 Take reasonable care, while at work, to ensure that they do not endanger either themselves or anyone else who might be affected by their actions or omissions.
- 2 Co-operate with their employer or other person in respect of their health and safety duties and follow all instructions (written and verbal) to protect their own and other people's health and safety.
- 3 Not misuse or interfere with any safety equipment and/or protective clothing provided and avoid improvisation in any form, which could create unnecessary risks to health and safety.
- 4 Ensure that plant and equipment is in a safe condition, before use and acquaint themselves with all relevant processes, materials and substances and use as advised. Report any defects, loss or damage to their manager.
- 5 Be aware of their capabilities and competence, both physically and mentally and inform a manager if they feel unable to continue with their duties.
- 6 Behave appropriately at all times in the workplace and not get involved in any horseplay.

- 7 Avoid taking short cuts or changing work activities, which could create unnecessary risks to their health and safety. Use all safety equipment and/or personal protective equipment that is provided.
- 8 Report all accidents, incidents (including incidents of violence, diseases and dangerous occurrence), near misses, as well as unsafe methods of work, unsafe conditions/tools/ plant/ equipment/ premises/ appliances/ practices, and concerns about health, safety or wellbeing to their manager, even if an injury was not sustained.
- 9 Be familiar with any health and safety policies, procedures, risk assessments or any other health and safety documentation, applicable to them and their work. Follow all instructions therein (whether verbal or written).
- 10 Be appropriately dressed for their working environment and activity.
- 11 Be aware of the First Aid provision at their workplace and understand the fire/emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required.
- 12 Take part in health and safety training and development as necessary.
- 13 Take part in health surveillance programmes, as required.
- 14 Set a good personal example in respect of health and safety.
- 15 Make suggestions to improve health and safety.

3. ARRANGEMENTS FOR HEALTH AND SAFETY

ST. JOHN'S PRIMARY SCHOOL & NURSERY

Introduction

Information on the organisation and responsibilities relating to health and safety for the County Council are detailed in the Warwickshire County Council (WCC) Health and Safety Policy. Individual responsibilities of Head teachers and school staff are included in Sections 2.1.6, 2.1.7 and 2.1.9.

These school policy arrangements (Appendix 1) supplement the WCC Health and Safety Policy and relate to procedures and relevant documents that are used in the management of health and safety at St. John's Primary School, Nursery & Children's Centre

For many areas of health and safety the school refers and adheres to corporate and directorate health and safety policies, procedures and guidance, produced in conjunction with WCC Directorate Health and Safety Officers, as the agreed standard.

All WCC policies referred to in these arrangements are available in the health and safety document library of the Schools' Learning Platform (we-learn portal) at <https://portal.we-learn.org.uk/>

The school also has their own specific health and safety procedures and documents, relevant to them. These are used in addition to the corporate and directorate health and safety policies and documents referred to in these policy arrangements. Also in compliance with the WCC Health and Safety Standards in Schools document.

For further information and advice on any aspect of health and safety in school, contact the Head teacher.

ACCIDENT, INCIDENT AND NEAR MISS REPORTING AND MONITORING PROCEDURES

- Refer to WCC Accident, Incident, Near Miss, Reporting, Recording and Investigation Policy. All serious accidents that occur on the site should be recorded on a County Council Accident form and the details forwarded immediately or as soon as is possible following the instructions on the accident form. All minor accidents should be recorded in the minor accident book. Where necessary, parents / carers or other persons will be notified of the accident via a letter (see 'bump' letters)
- If the Accident is serious Head teacher/ deputy Head teacher/ senior leaders should be made aware and immediate action taken to ensure the location of the accident is still safe to use. Necessary action should be taken, and where possible details recorded for an Accident Investigation. If members of the public are involved names and addresses should be taken (including any witnesses).
- Any pupil complaining of illness or who has been injured is sent to the school office for the qualified First Aiders to inspect and, where appropriate, treat.
- All incidents, ailments and treatment are reported in the accident book.

- More serious accidents or incidents of violence are recorded on 'Accident /Incident forms obtainable from the school office.
- Parents are contacted if there are any doubts over the health or welfare of a pupil.
- In the event of a serious incident an ambulance is called and a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company.
- If staff are concerned about the welfare of a pupil they should contact the school first aiders immediately. If an injury has been sustained, the pupil should not be moved.

The First Aiders are:

Natalie Bramwell
Angela Harris
Sandra Kettle
Janet Merry
Lucy Morris
Lynne Nicholds
Jane Powell
Angela Salmon
Rebekah Stern
Sarah Bull

- All injuries regarding children are logged, parents are text and a letter is sent home explaining the injury.
- Staff should complete the accident book for employees if they sustain an injury at work. The book can be obtained from the school office. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

ASBESTOS

- Ref to WCC Asbestos Management Policy, procedures and Managers guide to Asbestos
- Contractors are made aware of any asbestos via the ATLAS website before they begin work & are asked to sign to say they have seen the relevant information for the areas where they are working.

BULLYING AND HARASSMENT

- Refer to WCC bullying and harassment procedures.
- Also school's Anti bullying policy

CHILD PROTECTION

- Refer to WCC child protection policy
- Also school's suite of Child Protection policies. Green Folders are in every class outlining these.

CONTRACTORS (MANAGEMENT OF) AND VISITORS ON SITE

- Refer to WCC 'The safe management of Contractors' policy
- All persons coming onto the site are asked to sign the sheet and persons without their own ID badges are issued with a badge and monitored whilst on site.
- All contractors for major building works are LA approved through Property Services.
- The caretaker and administrative staff ensure all documentation and procedures are adhered to for safe working arrangements
- The school is responsible for the health and safety of volunteers in school and they must comply with the school's health and safety rules including CRB checks.
- The teacher is responsible for the pupils in his/ her teaching group at all times and any volunteers working within the teaching area should be supervised by the teacher and not left in charge of pupils.

C.O.S.H.H (CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH)

- Refer to WCC COSHH Policy and COSHH Managers Guide. The Caretaker and Kitchen staff members have their own COSHH files. The main folder is kept in the school office/ caretaker's office.
- All staff members have been made aware of what a COSHH material is and that there is a need for a DATA sheet to accompany each COSHH substance.
- An annual audit of all COSHH materials will be carried out by the Caretaker.

DEFECTS REPORTING PROCEDURES

- The Governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Head teacher and that any necessary alterations to working practices and procedures are implemented.
- The arrangements for reporting defects on a day to day basis are set out in this section.
- Any member of the school staff who discovers any defect shall inform the Head teacher or caretaker and the defect will be noted in the caretaker's defects book (the school also has a general maintenance book where work is noted and the caretaker and Head teacher make a decision on who should carry out this work).
- Once noted the caretaker or administrator will contact a contractor or Hotline (if the defect cannot be rectified by the caretaker).
- The person responsible will take the necessary steps to:
 - a) have the defect rectified, within a reasonable period of time, and record the details when necessary.
 - b) remove the hazard or reduce the risk of injury to an acceptable level, pending corrective action. Including if necessary informing staff and pupils of the hazard and / or taking the equipment / area concerned out of use.
- If the defect is likely to affect the 'normal' running of the school the Head teacher will inform the LA and Governing Body.
- In order to monitor the action that has been taken and / or any delays in work being carried out, the administrator will check the hotline record sheets to identify any outstanding work needed. Major concerns will be brought to the attention of the Governing Body by the Head teacher on a termly basis.

DISPLAY SCREEN EQUIPMENT (DSE)

- Refer to WCC Display Screen Equipment Policy. Staff members have been given a copy of the "user" identification form, those who are identified as "users" then complete the individual risk assessment and are made aware of their entitlement to a free eyesight test. All staff have been given a copy of the HSE leaflet "Working with VDU's", which instructs staff on the safe use of DSE. APPENDIX 1

DRIVING AT WORK

- Refer to WCC Driving at Work Policy and Driving at Work Guidelines (1-3).

ELECTRICITY AT WORK

- Refer to WCC Electrical Testing Policy (Fixed Electrical Installation and Portable Electrical Equipment). The school buys into Schools Technical Services (STS) who carry out the portable appliance tests (PAT) at the appropriate intervals. Records of the tests are kept in the PAT register which is located in the main office.
- The schools electrical system is checked every five years by Resources, Property.
- Hirers are informed they must comply with the safe system (e.g. not to bring onto site any electrical equipment that has not been PAT tested within the last twelve months).

FIRE PRECAUTIONS AND EMERGENCY PLANS

ACTION ON HEARING THE FIRE ALARM

- Refer to school's fire Risk Assessment and Emergency Evacuation Plan.
- Teacher or responsible adult will supervise children leaving the building by appropriate exit, closing the door when the last person is out.
- Proceed to line up point in the playground.
- Everyone should walk quickly but do not run.
- Keep quiet.
- Do not stop or return for any clothing, belongings or books.
- Registers will be taken out by the administrative staff and distributed to teacher for roll call.
- If necessary, the fire brigade will be called.
- Access must be clear for the fire brigade. Every classroom has a copy of the fire evacuation procedure.
- Fire equipment (extinguishers / alarms / emergency lighting) is inspected / serviced by a competent contractor at regular intervals.
- The fire precautions manual is located in the school office and records of all tests (carried out by the Caretaker) Fire drills are recorded by the caretaker or Head teacher.
- The school will practice termly fire drills.

FIRST AID AND MEDICATION

- Refer to WCC First Aid at Work Policy. The school and children's centre have designated first aid persons, and all the Midday Supervisors have attended the appointed person training.
- First aid boxes are located in designated areas around the school and are maintained by Mrs Lynne Nicholds
- Medication will not be administered to pupils (except where an individual need has been identified).
- Further information regarding medicines can be found in the school's brochure and staff handbook.
- Any medication bought into school that need to be kept refrigerated will be kept in the staff room and other prescribed medication will be stored in the locked first aid box in the school office.
- Staff members have been trained in the correct use of the epipen for any emergencies.

- Any medications that are administered will be recorded on the pro-forma located in the Warwickshire Health Directory.
- If a child taking part in an unaccustomed physical activity is known to be disabled or have an ongoing medical complaint i.e. asthma, epilepsy, cystic fibrosis, rigorous supervision should be maintained.

GLAZING

- All glazing to ensure glazing complies with current safety standards. All low level glazing i.e. below 800mm, glazing in doors and high-risk glazing is toughened or laminated glass complying with or has been fitted with safety film. All broken glazing is repaired immediately.

HEALTH & SAFETY ADVICE

- Health and Safety advice is obtained from WES Safety and Premises. Documentation on H & S matters is available on the Schools' Learning Platform (we-learn portal) at <https://portal.we-learn.org.uk/>

HOUSEKEEPING, CLEANING & WASTE DISPOSAL

- The governing body and Head teacher will work hard to ensure a well maintained and safe environment for pupils and staff.
- The Head teacher through the caretaker will ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- The caretaker will make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Rubbish and combustible waste -This should not be left in the boiler room, in escape routes or in the corridors. Such materials should be put in metal or non-combustible containers and properly disposed of as soon as possible.

INDUCTION

- Refer to WCC Health and Safety Induction guidance and WCC Health and Safety Induction book.
- Mr Darren Barrow, Mrs Mary Baker and Mrs Cathy Weir will ensure that new staff, work experience students and volunteers have a proper induction to the school.

INFECTION CONTROL

- Refer to WCC Infection Control Policy, Infection Control Standard IC Precautions Guide and Hand Protection Policy.

JEWELLERY

- See school policy on pupils wearing earrings and other jewellery, instructions to pupils in the school prospectus.

LETTINGS

- See school's Lettings policy

- All users must comply with the school's Health and Safety regulations.
- Details of fire procedures will be given to hirers.
- Precautions must be taken for large gatherings e.g. plays.
- All emergency exits must be unlocked.
- Hirers must ensure that they have access to a telephone for emergencies (i.e. a mobile phone).
- The caretaker must inspect premises after their evening use and check for possible fires.
- If the caretaker discovers a fire when the school is unoccupied, he must sound the alarm and call the fire brigade. The Head teacher must be informed immediately.

LIFTING EQUIPMENT

- Refer to WCC Lifting Operations and Lifting Equipment Policy.

LONE WORKING AND PERSONAL SAFETY

- Refer WCC Personal Safety Policy and Working Safety Guides (Lone working, violence and aggression, travel, reception and interview rooms, working in homes)
- Lone working is generally limited to the caretaker. If the Head teacher or a member of staff is a lone worker then another adult is informed and contact arrangements are made e.g. keeping in contact arrangements with home, caretaker, Head teacher.

MAINTENANCE AND INSPECTION OF EQUIPMENT

PE EQUIPMENT

- The PE equipment is inspected on an annual basis by a competent contractor organised by WES Safety and Premises (currently Sportsafe UK).
- The teaching staff has received training in the appropriate use of PE equipment
- The school adopts the afPE 2008 Safe Practice in Physical Education and School Sports afPE book which can be located in Teachers' resources area and also with Miss Katie Harrison (PE subject leader)

MANUAL HANDLING

- Refer to WCC Manual Handling Policy. The school has provided a sack trolley, chair trolley and four wheeled trolley for staff members to use when carrying out handling tasks. All staffs have been informed of where they are located.
- Manual handling training has been provided for the Caretaker.
- Where there has been identified a manual handling hazard; then an individual risk assessment will be carried out and recorded on the WCC manual handling risk assessment pro-forma.

MONITORING ARRANGEMENTS

- The Governing body recognises the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:
 - (a)The Governors will call for annual reports on:
 - accidents/incidents
 - results of internal or external health and safety inspections
 - maintenance reports
 - complaints, hazards and defects reports reviews of any procedures carried out by the Head teacher and Health & Safety Officer.

(b) The LA's Health and Safety Officer or his / her representative shall inspect the site on a regular basis and report back any issues, as may other LA Officers.

- To help this process, the Governors and Head teacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, Inspectors of the Health and Safety Executive (HSE) and any other bona fide health and safety officials.

NEW AND EXPECTANT MOTHERS

- Refer to WCC New and Expectant Mothers Guidance for Managers.

OUTDOOR PLAY EQUIPMENT

- The school subscribes to WES Safety & Premises Services and has regular formal inspections of the equipment.
- The equipment is visually inspected on a daily basis by the caretaker.

PERSONAL PROTECTIVE EQUIPMENT

Art & Design / Design technology

- Protective clothing is worn when appropriate.

Food technology

- It is the responsibility of the individual teacher to check the equipment being used, to ensure that the environment is safe for the pupils concerned
- Ensure that pupils are wearing appropriate aprons, that hair has been fastened back, hand jewellery is removed and that hands have been washed.
- Ensure that work surfaces are clear and clean at the beginning and end of the session.
- Pupils must be taught how to use tools correctly.
- Ensure that equipment is appropriate for the task.
- Cooking utensils must be carefully washed and dried at the end of the session.
- At the end of the session aprons, tea towels and dishcloths should be washed before being reused.
- Perishable food items must be stored in the refrigerator

POND

- The school pond is enclosed within suitable fencing, a locked gate and a raised safe decking area.
- Pupils are supervised when any activities take place involving the pond (e.g. pond dipping).
- As part of the lesson plan, hand hygiene is taught to the pupils and any open wounds / cuts are covered

RISK ASSESSMENTS

- Refer to WCC Risk Assessment Policy and guidance documents. The risk assessments are kept in the main office; all completed risk assessments will be reviewed at least annually.

SCIENCE

- Staff should follow WCC Code of Practice for Health and Safety in Science and Technology in Primary Schools in Warwickshire LA along with Be Safe!

SLIPS, TRIPS AND FALLS

- The Head teacher through the kitchen staff will ensure that possible spillage at lunchtimes is cleaned up to minimize accidents.
- The Head teacher through the caretaker will ensure the safe condition of the playground, entrances and exits in snowy weather and ensure gritting is carried out in icy conditions.
- The caretaker will ensure that pathways near trees are clear of leaves during the autumn time.
- All Staff will help to reduce risk by avoiding trailing wires/cables, reporting defects, keeping walkways clear, good housekeeping etc.

SMOKING

- The site and building are no smoking areas.

SPORTS PITCHES / PLAYING FIELDS

- A competent contractor maintains the playing fields.
- Daily visual checks are made by the Caretaker as part of the opening up procedure and pre-use visual checks are carried out by staff on duty.

STAFF CONSULTATION/TRADE UNIONS

- Health and Safety Executive Officers have the right to visit the school and have sight of all relevant regulations, documents etc.
- During their inspection they are likely to request the presence of the school Safety Representative
- On completion of inspection they will inform the Head teacher of their findings and subsequently forward a written copy of their findings to the school. Any such report received should be discussed at the appropriate governors' committee meetings/ full governors' meetings
- The Head teacher will consult regularly with the safety representative of teacher / support staff unions on Health and Safety matters. He/she will be entitled to inspect the school in accordance with the agreed Trade Union/Authority procedures.

STRESS / WELFARE

- Refer to WCC Management of Work-related stress and wellbeing Policy and Managers Guide.
- The school has adapted a model policy for stress and this can be located in the school office.
- When the Head teacher is formally notified of any pregnancy, a recorded risk assessment will then be carried out.
- If any member of staff feels stressed, worried or concerned please speak with the Head teacher.
- Termly well-being meetings are held with the Head teacher on issues not related to performance review.

SWIMMING LESSONS

- A note of consent must be received from the parent/carer before a child may take part in swimming and after school activities.

- Year groups from KS2 have swimming lessons at Abbey Fields Swimming pool in Kenilworth.
- As visitors to the swimming pool, all establishment requirements regarding necessary qualifications must be followed
- Pupils are not allowed in the pool unless an adult is present
- Pupils must not run on the pool side
- Teachers are instructed that they do not allow children into the pool unless the pool lifeguard is in attendance or if the individual teacher(s) possess the relevant qualifications.

TRAINING & DEVELOPMENT HEALTH & SAFETY RELATED

- The Head teacher will fulfil her duties by ensuring that staff receive appropriate training.
- Training records are to be kept by the CPD coordinator
- The Head teacher will also consult regularly with the LA H& S officer on Health and Safety matters.

VEHICLES ON SITE

- There are adequate parking spaces for the staff of the school and staff are responsible for parking their vehicles safely on site.
- There is a designated disabled car space near the entrance to the school.
- Deliveries are made early morning before school starts, after 9.00am and before 3.15pm when pupils are in the building.

VIOLENCE TO STAFF/SCHOOL SECURITY

- Refer to WCC Personal Safety Policy and Working Safely guides. Site security is of paramount importance and measures are in place re. Keeping doors shut, controlling visitor access and signing in arrangements.
- The governors are concerned about the possibility that staff may be subject to violence of any kind while working in school.
- If any is subjected to any aggression on school premises they must inform the Head teacher immediately.
- Staff are asked to keep written accounts of such episodes.
- Appropriate steps will be taken by the Head teacher to deal with such situations.
- If necessary, the governors and LA will be informed and involve.

VISITS

- The School's Education Visit Co-ordinator is Mrs Cathy Weir.
- The school follows WCC guidelines on residential visits (Year 5 and 6 Swanage) and educational visits within the UK.

WATER HYGIENE

- Refer to the WCC Legionnaires and Water Hygiene Policy
- The school buys into the WES water testing inspection. Records of the tests are kept in the appropriate file in the school office.

WORK EXPERIENCE PUPILS / STUDENT TEACHERS

- Refer to WCC Work Experience Placements with School – Managers guide.

WORKING AT HEIGHT

- Staff and other supervising adults should use stepladders when working at height e.g. displaying work. Chairs and tables should not be used for this purpose.
- Access equipment is located in the caretaker's office and are readily available to all staff members.
- Annual inspections are carried out by STS.
- Staff members have been made aware of how to safely use the access equipment via the WCC "safe use of access equipment" leaflet and Staying Safe training sessions.